BRIGHTSPACE – A Guide for Faculty Members

Teaching and Learning Support Service, uOttawa

CONTEXT

As a faculty member of the Faculty of Medicine, University of Ottawa, you will be required to log into the VirtualCampus (Brightspace) in order to access our faculty development content on various modules, Orientation and archived sessions.

TO LOG IN TO THE BRIGHTSPACE PLATFORM

Important: You <u>must</u> use your uOttawa email login information to access the Brightspace platform.

- ✓ If you do not have a uOttawa account or do not know your username and password, please contact the Computing Help Centre by telephone at (613) 562-5800 extension 6555 or online.
- ✓ To reset your password or request IT assistant, click here .
- ✓ For additional resources on Brightspace please go to the TLSS website.

1. Click on this URL https://uottawa.brightspace.com/d2l/home to access the Brightspace platform login page. Enter your @uottawa single sign-on credentials (same login credentials that you use to access your Microsoft Outlook email account). Enter your password and then click on the login box.

2. To access any uOttawa resources, you will need to download the multi-factor authentication application to your smartphone. The Microsoft Authenticator is available in both in Google Play and the App Store.
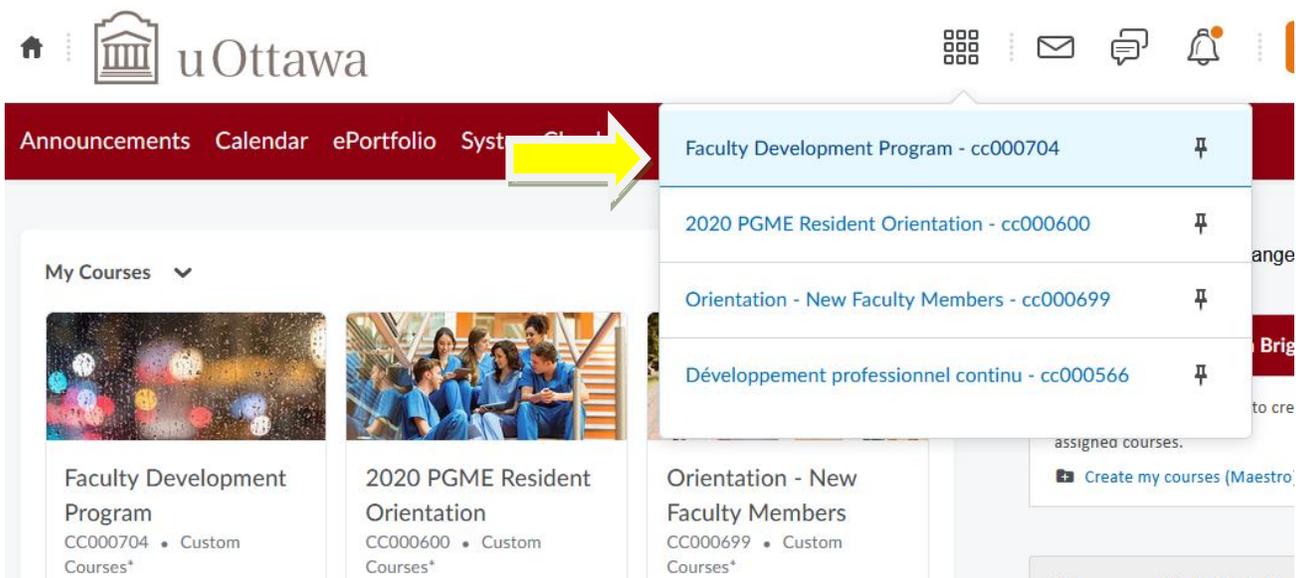

Follow the on-screen directions to setup the Authenticator. Once you have configured the application, you can now log into Brightspace. When you click on Login you will see a message asking you to Approve the sign in request from the Authenticator on your mobile device or phone.

Once you approve this request, you will see your login in page activate and Brightspace will open automatically.

3. Once you gain access to Brightspace, you will be taken to your homepage where you will see a list of the courses that you have been added to. You can either click on the "waffle" icon at the top of the page to access a list of your courses or select a course under "My Courses".
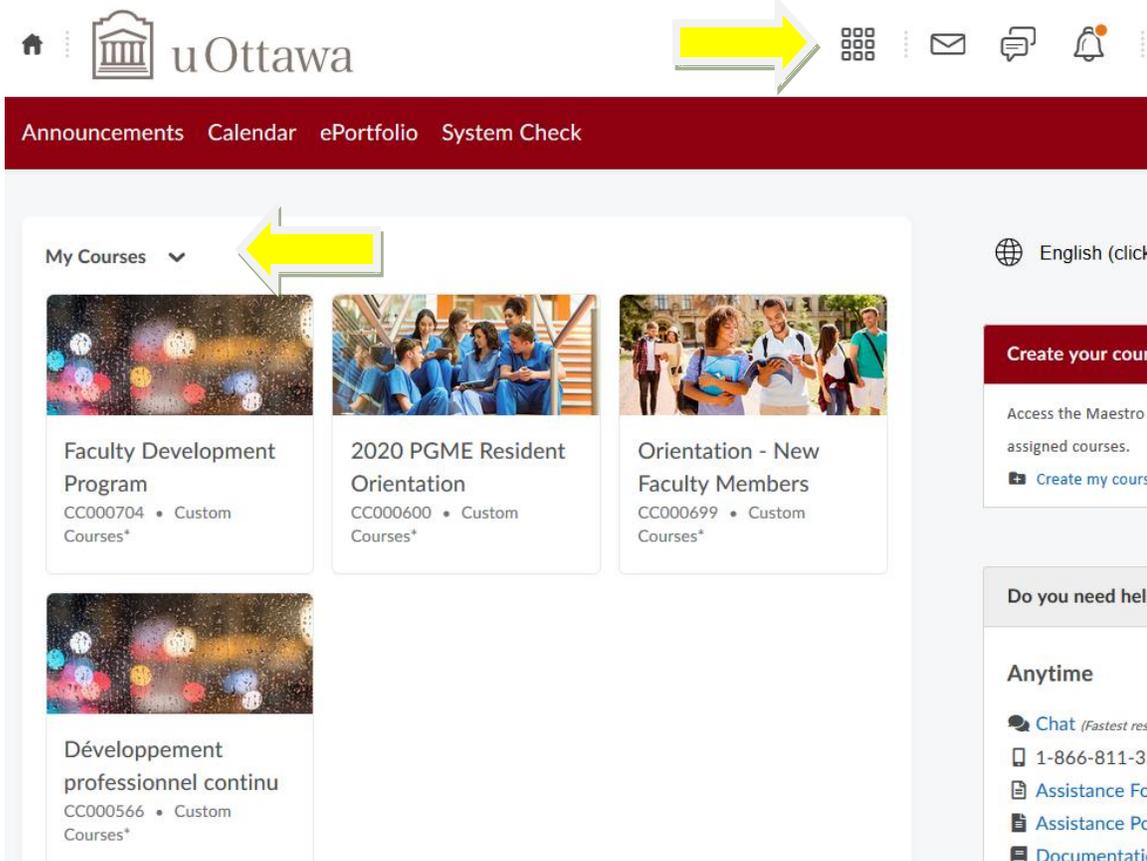
4. Choose a course from the list (ex. Faculty Development).

5. A) Click on the Table of Contents; B) Select the category you wish to view.

6. Click on each heading (in blue) to reveal more content or use the tool bar under the Table of Contents to navigate to each section.

If you are having difficulty **logging into** Brightspace, please contact MedTech. If you are **missing a course**, please contact Christine Cool. For additional resources on Brightspace please go to the TLSS website.